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*The firm is guided by the following mission statement:*

***“Establishing and meeting the clients needs”***

*SIG Labour Specialists was founded by Adv. Shaun Ivan Gresse in 2006.*

*SIG Labour Specialists was created to fill the labour gap in the market, by ensuring that the correct compliance is implemented with all the changes in labour and collective agreements. SIG also safeguard companies against the incorrect implementation of these changes. SIG attend to the negotiation with unions in terms of salary increases and also assist in the correct implementation of it.*

*SIG provides training to staff members, in order for them to have the necessary knowledge and skills to be able to perform to their maximum capacity, in order for the company or organisation to be able to survive in today's marketplace.*

*We at SIG Labour regularly host free Info Sessions, in order to inform our clients and / or potential clients on the latest developments in the labour environment in South Africa.*

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## AWARDS:

**Acquisition International Legal Awards: South Africa 2019**

**MEA Markets: African Excellence Awards: Best Labour Law Firm South Africa 2020**

**MEA Markets: MEA Business Awards: Most Trusted Labour Law Firm South Africa 2020**

**South Africa Prestige Awards: Law Firm of the Year 2020**

**MEA Markets: MEA Business Awards: Labour Law Firm of the Year South Africa 2021**

**Corp Today Magazine 2022 Global Business Awards: Best Labour Law Firm South Africa 2022**

**Corp Today Magazine 2022 Global Business Awards: Most Outstanding Labour Firm South Africa 2022**

# OUR SERVICES:

## RISK MANAGEMENT / INDUSTRIAL RELATIONS:

**SIG Legal and Labour Specialists will provide you with an Industrial Relations (IR) Consultant who will be responsible for the following:**

- **Terminations of employment whether voluntary or involuntary which includes:**
  - **Retrenchment procedures**
  - **Disciplinary procedures**
  - **Disciplinary hearings**
  - **Job abandonment procedures**
  - **Appeal procedures**
- **To review and maintain best practice disciplinary codes and procedures**
- **To maintain and implement best IR practise**
- **To manage relationships with unions and other employee representative bodies which includes:**
  - **Negotiations with employee representatives regarding wages, employee demands and any other collective bargaining issues.**
  - **Collective bargaining and issues relating to it.**
  - **Managing strikes and lock-outs.**
  - **Recognition, harassment and discrimination issues.**
- **The management of disputes regarding remuneration, grievances, harassment and discrimination.**
- **All statutory compliance matters which includes:**
  - **Attending to any matter raised by the department of Labour or any bargaining council regarding the employment of your staff.**
  - **Managing all matters relevant to or incidental to labour law litigation which may include the appointment of lawyers to attend to such matters.**
  - **Appointing lawyers to attend at all CCMA, bargaining council or Labour Court or Labour Appeal Court hearings.**

## LABOUR AUDIT & INDUCTION:

**In order for us to successfully manage your IR Issues, we will do a full Labour Audit in terms of your current pending matters, Contracts of Employment, Company Policies and Procedures and all other related documentation. Our Labour Law Specialist will then draft an Employment Guide (Part of Induction) which will regulate your rules and regulations and insure that we meet the requirements of the various legislations.**

**An Induction will also be done on all employees on how to carry out or assist in your business, together with your company rules and regulations. Training will be provided in professionalism, client service and basic business principles.**

## IR TRAINING:

*Companies are finding themselves in exceedingly competitive markets. The effective and productive functioning of your staff compliment can promote the survival of your organisation in today's marketplace.*

*Managers and supervisors are directly involved with labour problems on a daily basis. We provide effective, comprehensive and cost-effective training to assist them combat common staff related problems to create a productive and harmonious working environment. Our training programs will assist them to have a greater insight into the day-to-day problems encountered with staff and the effective manner in which such issues should be dealt with.*

*Training is offered by an Industrial Relations specialists who have vast and hands on experience in the field. Training manuals and other visual aids are used during the training to ensure a higher level of comprehension.*

*Training can be conducted at a designated Venue or the Clients' premises.*

### 2 DAY PRINCIPLES OF LABOUR RELATIONS COURSE:

*This course aims to stress the importance of **managing your staff's behaviour** and performance, by taking **corrective action against staff who do not perform their work as required**. On completion of this course, you will be able to apply these skills, which will enable you to be a more effective **Professional Supervisor / Manager / Owner**.*

#### The course includes:

- An introduction to discipline in the workplace
- Performance Counselling
- Recording Verbal Warnings
- Disciplinary Hearings
- Union Rights, Demands and Attendances
- The Company's Disciplinary Code
- Retrenchments
- Templates

### 4 HRS DISCIPLINARY ISSUES COURSE:

*This course focuses on the **Disciplinary action to be taken as a response to misbehavior or rule-breaking by employees at work**.*

#### The course includes:

- Grounds for Dismissal
- Fairness of Dismissal: Procedural & Substance
- Automatically Unfair Dismissals
- The different Stages of Discipline
- Disciplinary Enquiries (Identifying offences and the formulation of charges, The role of the complainant, Chairing an enquiry)
- Remedies available to an employee who was unfairly dismissed
- Grievances
- Poor Work Performance
- Occupational Health & Safety





#### 4 HRS BASICS OF DISMISSAL LAW COURSE:

*This course focuses on the **Forms of Misconduct and the effects thereof, How to deal with Absconsion and the effects thereof, Termination Methods, Incapacity and the effects thereof and Operational Requirements and the effects thereof.***

**The course includes:**

- **Misconduct**
- **Grounds for Termination**
- **Incapacity and Identifying the nature of Incapacity**
- **Ill Health**
- **Poor Work Performance**
- **The role of the Company**
- **The role of the Employee**
- **Operational Requirement**
- **Section 189(3) Retrenchment**

#### 4 HRS CCMA AND BARGAINING COUNCIL COURSE:

*This course focuses on the **CCMA or a Bargaining Council's jurisdiction to conciliate unfair dismissal disputes as set out in the LRA, How to prepare for the dispute at the CCMA or a Bargaining Council, The Rules of the CCMA or a Bargaining Council.***

**The course includes:**

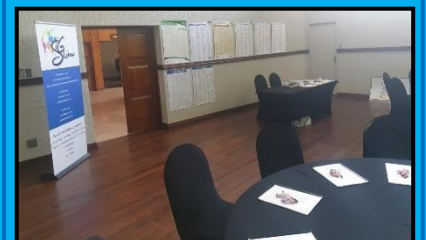
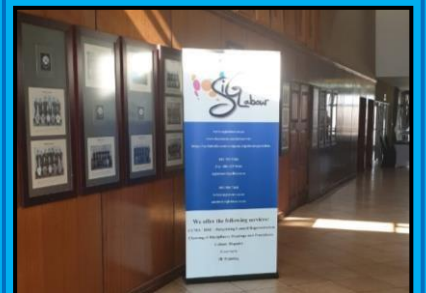
- **Preparation for Disputes: Different processes and disputes**
- **Preparation for Disputes: Conciliation**
- **Preparation for Disputes: Arbitration**
- **Preparation for Disputes: Other important rules**
- **CCMA and Bargaining Council Rules**

#### 4 HRS DEALING WITH TRADE UNIONS COURSE:

*This course focuses on the **Organization Rights of Trade Unions, the Importance of Collective Agreements and what it entails, The negotiations initiated by trade unions and their workers (including: union recognitions, wage disputes, conditions of service, workplace restructuring and dismissals).***

**The course includes:**

- **Collective Bargaining**
- **Organizational Rights**
- **Wage Negotiations**
- **Mutual matters of interest**



#### 4 HRS BASIC LABOUR POLICIES AND PROCEDURES COURSE:

*This course focuses on the importance of Policies and procedures as they help clarify and reinforce the standards expected of the employee in all their professional dealings.*

The course includes:

- *Disciplinary Code for the Workplace*
- *HIV / Aids Policy & Procedures*
- *Sexual Harassment Policy & Procedures*
- *Grievance Policy & Procedures*
- *Pregnancy Policy & Procedures*

#### 4 HRS RELEVANT LABOUR LEGISLATION TRAINING:

*This course focuses on the Purpose of each Act, How a company and / or employer can be compliant with each Act.*

The course includes:

- *Labour Relations Act (LRA)*
- *Basic Conditions of Employment Act (BCEA)*
- *Unemployment Insurance Act (UI)*
- *Occupational Health & Safety Act (OHS)*



### FREE INFO SESSIONS:

*SIG Labour Specialist hosts informative session in order to inform our clients and / or potential clients on the latest developments in the labour environment in South Africa.*

*Executives and HR Managers are requested to identify and invite Line Management who will benefit from such session.*

### NEWSLETTERS:

*SIG Labour Specialists send out a report containing the latest news regarding labour issues to our clients, in order to keep them informed with what is constantly happening in our industry.*

### OTHER SERVICES:

- *You will receive a **Manual/Code of Fairness and Productivity procedure** that complies with law and reflects the latest and best IR practice.*
- *We will ensure that you have a **disciplinary code and all necessary contracts of employment**.*

# OTHER SPECIALISED SERVICES:

## LABOUR RELATIONS ACT (LRA) POSTERS:

*Which posters / charts do Employers need to display in the workplace?*

- **Compulsory Posters:**
  - Summary of the Employment Equity Act – EEA
  - Summary of the Basic Conditions of Employment
  - Occupational Health & Safety Act + Regulations - OHSA
- **Optional / Recommended Posters:**
  - The Tobacco Act - Recommended if you have smokers in the building
  - Compensation for Occupational Injuries and Diseases Act - COID - Optional - Recommended if you pay towards the compensation fund.
  - Labour Relations Act
  - Skills Development Act - SDA - Optional - Recommended if you contribute towards the Skills Development levy
  - Sectoral Determination - SD9 -Recommended for Wholesales & Retailers
  - Schedule D - Compulsory if you have machinery other than boilers
  - POPI Act

## POLYGRAPH TESTS:

*Our service provider*

*What is a polygraph test?*

*It is a test used to verify a person's truthfulness and is often called a 'Lie Detector Test.'*

*When is the employer permitted to use polygraph?*

*Generally, employers are permitted to use the polygraph to investigate specific incidents where—*

- a) *Employees had access to the property which is the subject of the investigation;*
- b) *There is a reasonable suspicion that the employee was involved in the incident;*
- c) *There has been economic loss or injury to the employer's business like theft of company property;*
- d) *The employer is combating dishonesty in positions of trust*

*Types of Polygraph Tests:*

- **Specific Polygraph Test:**

*Evidence exams also referred to as specific tests are performed to probe the testimony of an individual about a specific issue. These are the tests general public normally refers to when talking about polygraph tests.*
- **Pre-Employment Test:**

*Screening polygraph tests are used to filter or screen people. This type of application is most used in human resources. The selection or recruitment process in an organization is a natural application. This type of test makes part of a thorough vetting process.*
- **Periodical Test:**

*Periodic polygraph testing is a preventative measure. It reduces theft and fraud by identifying compromised individuals, and reveals the people who deserve your trust. It's your psychological shield against greed, corporate malpractice, and the probing intentions of criminal syndicates.*

*What is the status of polygraph test at CCMA?*

- *Polygraphists have been accepted as expert witnesses whose evidence needs to be tested for reliability. The duty of the commissioner is to determine the admissibility and reliability of the evidence.*
- *Polygraph test may not be interpreted as implying guilt but may be regarded as an aggravating factor especially where there is other evidence of misconduct.*

*In other words, polygraph test results, on their own, are not a basis for a finding of guilt. It can be used only in support of other evidence.*



## **HEALTH & SAFETY TRAINING:**

***Our service provider holds a National Certificate in Health & Safety.***

***Our service provider has been a medic for the past 12 years and is registered with the HPCSA.***

***Our service provider is TETA accredited as an Assessor. [TETA-ASS21-2939](#)***

***Our service provider is HWSETA accredited as a Facilitator and Assessor. [HW591ARA000123](#)***

## **RULES TO DELEGATES FOR TRAINING SESSIONS**

- ***Training hours are promptly between 9:00 – 16:00, with additional tea times at 10:00 and 15:00. Lunch time will be between 12:00 -13:00.***
- ***Delegates should ensure that they arrive and complete the requested attendance registers by 9:00.***
- ***Delegates should notify the training facilitator at least by latest 8:30, should they be late for their training session.***
- ***Delegates should bring their own stationery and notebook for their training session.***

## **MINIMUM REQUIREMENTS FOR TRAINING**

- ***Minimum of 5 delegates per training session OR an extra fee of R800.00 will be added to the quotation and / or invoice for the training facilitator.***
- ***Maximum of 15 delegates per training session OR an additional training facilitator will need to be booked at an additional fee of R1 500.00 per session per day.***

## **TRAVELLING**

- ***AA Rates per km will be charged to the quotation and / or invoice.***
- ***Training outside of Gauteng: AA Rates per km and accommodation will be charged to the quotation and / or invoice.***

## **2 DAY FIRST AID LEVEL 1 TRAINING:**

**DAY 1:** Theoretical Training

**DAY 2:** Practical Training and Portfolios

## **2 DAY FIRST AID LEVEL 2 TRAINING:**

**DAY 1:** Theoretical Training

**DAY 2:** Practical Training and Portfolios

## **2 DAY FIRST AID LEVEL 3 TRAINING:**

**DAY 1:** Theoretical Training

**DAY 2:** Practical Training and Portfolios

## **2 DAY FIRST AID LEVEL 1-2 TRAINING:**

**DAY 1:** Theoretical Training

**DAY 2:** Practical Training and Portfolios

## **2 DAY FIRST AID LEVEL 2-3 TRAINING:**

**DAY 1:** Theoretical Training

**DAY 2:** Practical Training and Portfolios

## **5 DAY FIRST AID LEVEL 1-3 TRAINING:**

**DAY 1:** Theoretical Training with CPR Training (Adult) (Level 1)

**DAY 2:** Practical Training and Portfolios

**DAY 3:** Theoretical Training, Anatomy Training, Chest Injury Complications, Ear, Facial & Hand Trauma, Abdominal injuries & Pelvic fractures, Medical Theory (Diabetes, Epilepsy, Allergies), Child CPR, Immobilization (Level 2)

**DAY 4:** Completion of Level 2 Portfolio.

Start with Level 3. Infant choking & CPR, Croup, Headaches, Oxygen therapy, Maternity

**DAY 5:** Test and completion of portfolio, individual practical assessments

## **4 HOUR PRACTICAL FIRST AID TRAINING:**

The course includes:

Preparation for Disputes: Different processes and disputes



## 5 HOUR BASIC FIRE AND PREVENTION TRAINING:

- **THEORETICAL TRAINING:** The science of combustion and the triangle of fire, Classes of fire, Extinguishing methods, Types of extinguishers & the classes of fire they can eliminate,
- **PRACTICAL ASSESSMENT:** Extinguishing a fire and Test

## 4 HOUR EMERGENCY PREPAREDNESS TRAINING:

The aim of the Emergency Preparedness and Disaster Management is to provide government, non-governmental organizations international, and civil society organizations with professionals equipped with a solid interdisciplinary knowledge base and skills that can meet the increasing demands and expectations from those who work in the humanitarian field.

The Emergency Preparedness and Disaster Management is relevant to a lot of professions and is designed to accommodate various disciplinary backgrounds such as environmental officers, Safety, Health and Quality, risk managers, engineers, doctors, nurses, military officers, social scientists, logisticians, journalists, etc. This means a broad array of people working in national authorities, international organizations, public services (civil and environmental protection, health, energy, water) and humanitarian organizations

The course includes a **theoretical and workbook activity**.

## 1 DAY HAZARDOUS IDENTIFICATION & RISK ASSESSMENTS (HIRA) TRAINING:

Hazard identification is part of the process used to evaluate if any particular situation, item, thing, etc. may have the potential to cause harm.

The term often used to describe the full process is risk assessment: Identify hazards and risk factors that have the potential to cause harm (hazard identification)

### 4 steps in hazard identification and risk assessment:

- **Step 1: Hazard Identification.** The risk assessor(s) examine whether a stressor has the potential to cause harm to humans and/or ecological systems, and if so, under what circumstances.
- **Step 2: Dose-Response Assessment**
- **Step 3: Exposure Assessment**
- **Step 4: Risk Characterization**

The course includes a **theoretical and practical section, which also includes a portfolio of evidence and some group work activity.**

## SHE REP TRAINING:

This course is for anyone inducting new employees on health and safety principles in the workplace. It includes the duties of employees and employers and the objectives and statutory requirements concerning Occupational Health and Safety in the workplace.

The course includes **Theoretical Training & portfolio including filling in risk assessments, checklists & registers.**



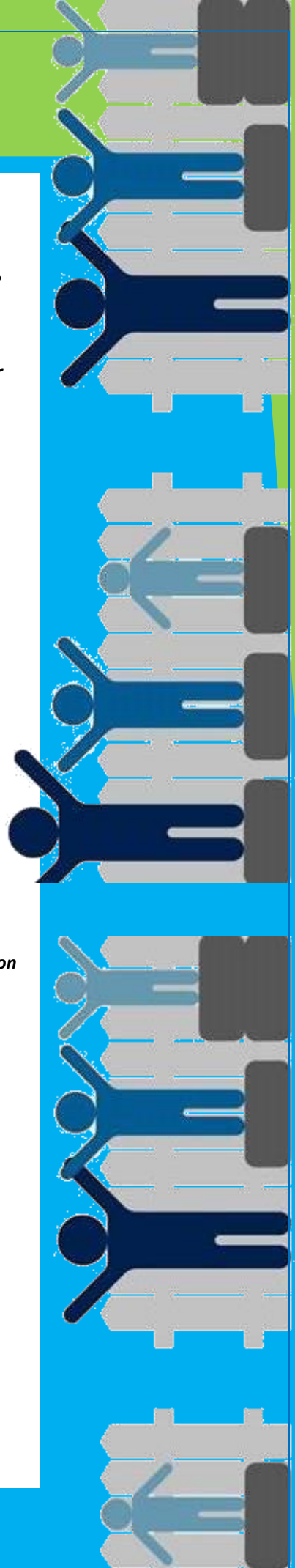


## EMPLOYMENT EQUITY COMPLIANCE:

*SIG Labour Specialists' EE Services are supported by our qualified and experienced Industrial Relations Consultants who proactively seek to mitigate risks within your business and reduce conflict. We seek to add value to your business operations by implementing good practical solutions that assist management in coping with Labour and HR legislation requirements while our client concentrates on achieving the primary goals of the business.*

### **Our Employment Equity Support:**

- *To create awareness and understanding of Employment Equity, the Employment Equity Act, Fair/Unfair Discrimination, why companies should comply, etc.*
- *To inform employees of the company's plans to implement EE, the need for a committee.*
- **Nominations and Elections:**
  - *To participate in meaningful consultation*
  - *Equitably represented*
  - *Role & responsibilities*
  - *Understanding what is required in terms of compliance,*
  - *Quarterly EE Committee meetings*
  - *Consult on EE Plan, EE Report, EE Analysis, Training, interventions.*
- **Awareness of EEA7 assessment**
- **Section 19 Analysis:**
  - *Determinate analysis of workforce against the Economically Active Population (EAP) [to motivate EE goals & targets, etc.]*
  - *Qualitative analysis [review of Employment policies, procedures, practices]*
- **EE Committee Appointments:**
  - *Appointment letters for responsible senior manager and committee*
  - *Constitution*
- **Draft EE Plan:**
  - *Set numerical goals and targets, strategies, training interventions*
  - *Dispute resolution procedures [in terms of any EE related disputes]*
- **Present draft EE Plan for consultation for EE committee for input**
- **Finalise EE Plan for sign off**
- **Consultation on and submission of annual EE Report**
- **Prepare submission of EE Report based on info provided**
- **Online submission of EE Report**
  - *Subject to acceptance by CEO for final submission*

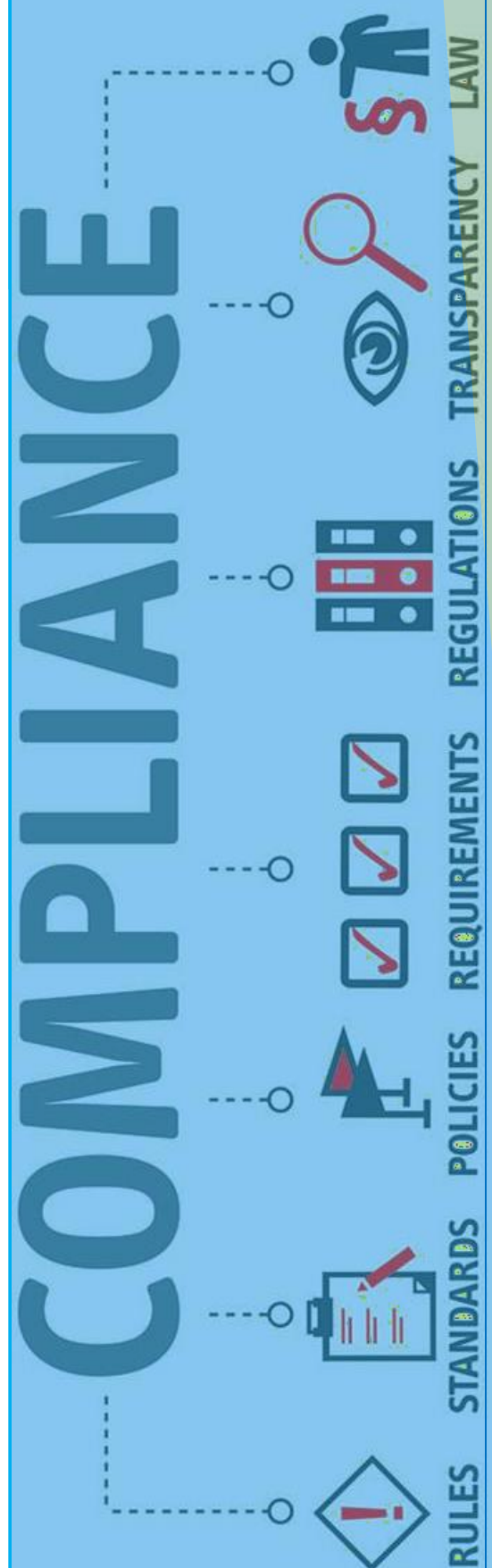


## HUMAN RESOURCES (HR) COMPLIANCE:

HR compliance is defined as a company's approach to regulations that meet and align with internal and external policies. This includes employment law compliance concerning employee notices, labor rules, and safety protections—all of which have specific and detailed requirements.

We assist Employers by managing their Junior HR Assistant with the following:

- **Hiring and Recruitment of New Staff**
- **Management of Training and Development Initiatives**
- **COVID Reporting (Injury on Duty)**
- **Compliance:**  
Drafting & implementation of Employment Contracts, Drafting & Implementation of workplace policies, Legislative Posters
- **Discipline Management:**  
Chairing of Disciplinary Inquiries, Drafting of warnings, notices, etc.
- **Performance Management:**  
Chairing / Facilitating Poor Work Performance processes, Drafting of notices, etc.
- **Collective Bargaining:**  
Facilitating relationships with Trade Unions, Organisational Rights, Wage Negotiations, Collective / Recognition Agreements
- **Restructuring:**  
Facilitation of Retrenchment processes, Drafting of relevant documentation
- **Litigation / Dispute Resolution:**  
CCMA / Bargaining Council assistance, CCMA / Bargaining Council Representation
- **General Consultation:**  
Day-to-day general advice and guidance around all aspects of Industrial Relations
- **Incapacity Management:**  
Chairing / Facilitating Incapacity processes, Drafting of notices, etc.
- **Strike Management:**  
Drafting and Implementing Picketing Rules, Drafting and Issuing of ultimatums, Negotiations





## SKILLS DEVELOPMENT COMPLIANCE:

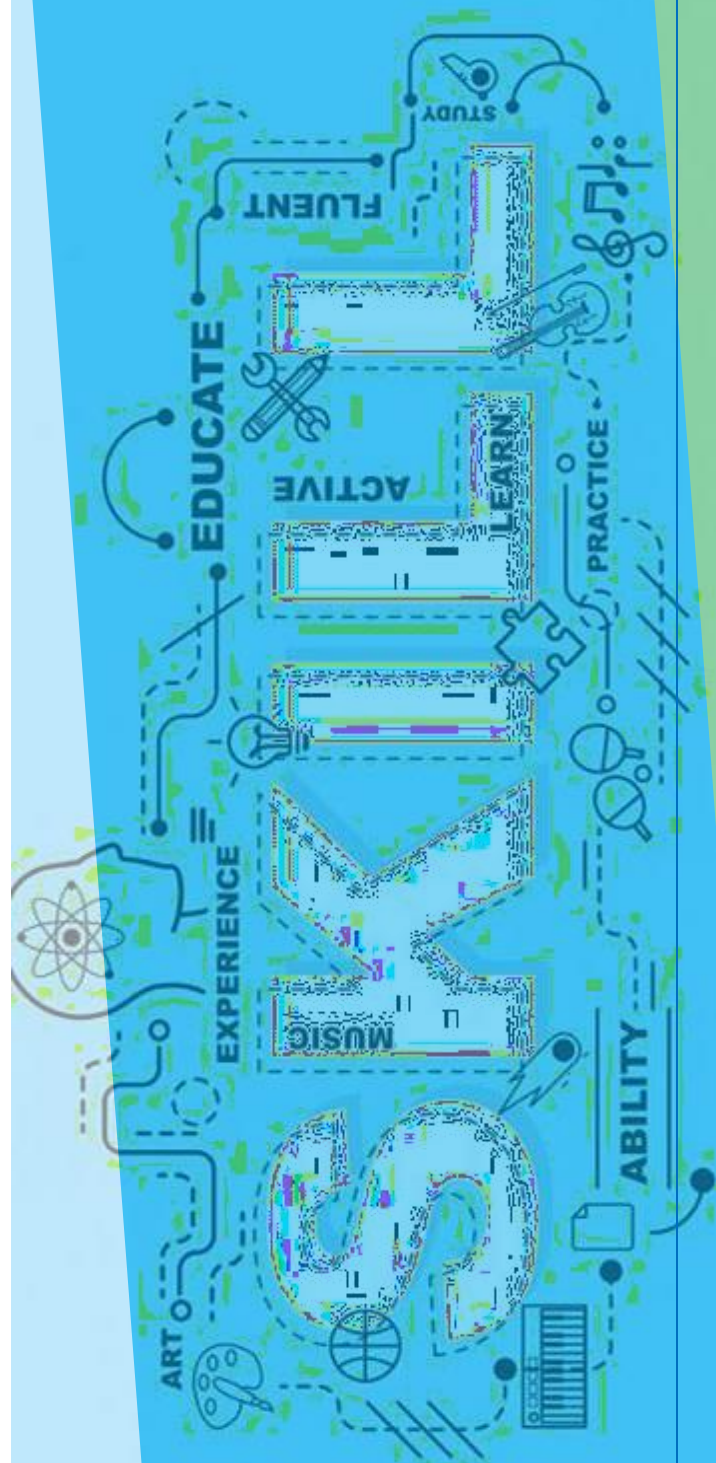
**According to South Africa's skills development legislation, every employer who is registered with SARS for PAYE and who has an annual payroll (total salaries and wages including bonuses, commission, etc.) in excess of R500 000 (approximately R41 000 per month), or 50 plus staff members is required to pay skill levies.**

**By complying with certain legal and procedural requirements, employers may claim up to 60% of the skills development levy (SDL) back from their Skills Education Training Authorities (SETA).**

**Deadlines for submission is June of every year.**

### **How we assist Employers to comply and to claim back levies:**

- **Identifying the SETA you should be registered with.**
- **Registering and coaching a SDF (Skills Development Facilitator) for the company.**
- **Acting as the Skills Development Facilitator on behalf of the company.**
- **Conducting a skills audit and developing a workplace skills plan.**
- **Assist in identifying the correct OFO codes for different job titles as required by the SETA.**
- **Advice on conducting a skills audit for the company.**
- **Serve as a resource with regard to all aspects of skills development.**
- **Assist with the compilation of a Workplace Skills Plan (WSP) and Annual Training Report (ATR).**
- **Submit WSP and ATR to the relevant SETA on or before the due date. Assist with reporting to the SETA all required information i.e. Company Profile; OFO Codes; Manpower profile and breakdown of profile, etc.**
- **Establishing a skills development committee (by law a company with 50 or more employees needs to establish and consult with a skills development committee.)**
- **Advice re: Minutes, record keeping for evaluation, feedback and reporting purposes, Skills Development Files for inspection by the Department of Labour or SETA.**
- **Recommending suitable training courses.**
- **Serve as a resource with regard to all aspects of skills development.**



# OUR PRODUCTS:

## ***The LABOUR FILE, includes:***

- A. Introduction***
- B. Induction***
- C. Discipline (Dismissal etc)***
- D. Retrenchments or Termination of Employment due to economic or due to operational reasons***
- E. Union Rights, Demands, and Attendances***
- F. Urgent matters / Industrial action and Litigation mechanisms***
- G. Collective demands (Industrial action, strikes and lockouts)***
- H. Grievances***
- I. Changes to terms and conditions of employment, transfers, demotions, etc.***
- J. Basic conditions of employment***
- K. Employment equity (Affirmative action, and unfair discrimination)***
- L. Transfer of an undertaking, outsourcing, sub-contracting, labour broking, etc***
- M. Harassment***
- N. Employment Policies, Codes and Procedures***
- O. Labour Document Library***
  - Absenteeism & Excessive Leave***
  - Acknowledgement of Debt***
  - Alcohol & Drug Policy***
  - Alcohol Test Report***
  - Appointment of Independent Contractor***
  - Cellphone & E-mail Policy***
  - Code of Good Practice: Disability***
  - Code of Good Practice: Employment Equity***
  - Code of Good Practice: Pregnancy & Afterbirth***
  - Confidentiality Agreement***
  - Consultancy Agreement***
  - Deduction Authorization Form***
  - Disciplinary Action Forms***
  - Disciplinary Code & Procedures***
  - Disciplinary Code for the Workplace***
  - Employee Attendance Policy***
  - Fixed Term Contract of Employment***
  - Grievance Form***

- *Incapacity Procedures – Poor Work Performance*
- *Investigation into Incapacity due to Ill Health*
- *Permanent Contract of Employment*
- *Polygraph Testing*
- *POPIA Compliance in the Workplace Recognition Agreement*
- *Preparation for Disputes*
- *Restraint of Trade Agreement*
- *Retirement Agreement*
- *Retrenchment Agreement*
- *Retrenchment Consultation Notice*
- *Settlement Agreement*
- *Sexual Harassment Policy & Procedures*
- *UIF Forms*
- *Under the influence while on duty*
- *Unilateral changes to Terms & Conditions of Employment*

#### **P. Human Resources Tool**

- *Introduction*
- *Application for Employment*
- *Draft Application Form*
- *Internal Application for Employment*
- *Draft Internal Application Form*
- *Interviewing Tools*
- *Pre-Employment Interviewing Tools*
- *Exit Interviewing Tools*
- *Draft Exit Interview*
- *Reference checking Tools*
- *Draft Working Reference*
- *Credit Reference Checks*
- *Medical Testing*
- *Draft Pre-Employment Medical Test*
- *Draft Annual Medical Test*
- *Occupational Health & Safety: COID Act Guidelines*
- *COID Act: Calculations of Compensation*
- *COID Act: Claims Procedure*
- *Affirmative Action*
- *Affirmative Action: Guidelines & Draft Policy*
- *AIDS in the Workplace: Educational Material for Employers*
- *AIDS: Draft Policy Guidelines*
- *Performance Management as a Process*
- *Performance Management: Setting Key result areas*
- *Leave Application Form*
- *Certificate of Service*

#### **Q. Employee details for your records**

## ***POLICIES:***

- *Alcohol & Drug Policy*
- *Bribery, Corruption & Fraud Policy*
- *Cellphone & E-mail Policy*
- *Commission Structure Policy*
- *Company Dress Code Policy*
- *Company Vehicle Policy*
- *Concealed Weapon Policy*
- *Conflict of Interest Policy*
- *Cyber Security Policy*
- *Employee Attendance Policy*
- *Harassment Policy & Procedures*
- *HIV / AIDS Policy*
- *Maternity Leave Policy*
- *POPIA Compliance in the Workplace Policy*
- *Purchasing of Goods Policy*
- *Sexual Harassment Policy & Procedures*
- *Sick Leave & Medical Certificates Policy*
- *Smoking Policy*
- *Study Assistance Policy*
- *Vaccination Policy*

## ***AGREEMENTS:***

- *Agreement In Terms of Changes to The Terms & Conditions of Employment*
- *Confidentiality Agreement*
- *Consultancy Agreement*
- *Non-Disclosure Agreement*
- *Restraint of Trade Agreement*
- *Retrenchment Agreement*
- *Service Level Agreement*
- *Settlement Agreement*
- *Termination Agreement*

# MEET THE TEAM:



**ADV SHAUN I GRESSE** | Managing Director  
Cell phone: 082 783 9586  
E-mail: [shaun@siglabour.co.za](mailto:shaun@siglabour.co.za)

Shaun was admitted as an advocate in 2006. Shaun also has the right of appearance in the High Court. Shaun is an expert in *Labour Law*.

**ARNELDA HEYL** | Senior IR Specialist

Qualification: Bachelor of Law (LLB) Degree (University of Pretoria-2015)

Cell phone: 081 724 3526

E-mail: [arnelda@siglabour.co.za](mailto:arnelda@siglabour.co.za)

Arnelda is an expert in *Labour Law*.



**ANTONETTE SCHOEMAN** | Employment Equity Specialist / HR/IR

Specialist Cell phone: 082 789 4057

E-mail: [antonette@siglabour.co.za](mailto:antonette@siglabour.co.za)



**KAMOHELO MOAHLOLI** | Employment Equity Administrator

Qualification: BSoc Sci (Industrial Sociology and Labour studies

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E-mail: [kamo@siglabourcorp.co.za](mailto:kamo@siglabourcorp.co.za)





***BERNARD J STAPELBERG | Gresse & Stapelberg Inc | Attorney***

Qualification: LLB (Unisa – 2009)

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E-mail: [bernard@gresseinc.co.za](mailto:bernard@gresseinc.co.za)

Bernard was admitted as an attorney in 2011. Bernard also has the right of appearance in the High Court.

Bernard is an expert in *Civil Litigation, Commercial Litigation, Family Law, Criminal Law & Labour Law*.

***LEONARD VAN DER MERWE | Gresse & Stapelberg Inc | Attorney***

Qualification: BCOM Law (University of Pretoria – 2018)

Qualification: LLB (University of Pretoria – 2020)

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Leonard was admitted as an attorney in 2022. Leonard also has the right of appearance in the High Court

Leonard is an expert in *Civil Litigation, Commercial Litigation, Family Law, Criminal Law & Labour*



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# ***WHY ARE WE THE ORGANISATION OF CHOICE:***

- *SIG Labour Specialists has a National infrastructure with Labour specialists, attorneys and advocates providing Labour support to their members.*
- *We can provide a total one-stop service but can also design a service offering according to your individual needs (Partial or Full outsourcing)*
- *Our staff have years of experience in their field of expertise and in some instances have been the leaders in solution provision.*
- *Our clients receive their outcomes for disciplinary hearings held within 48hours of the hearing being held.*
- *SIG Labour Specialists is also associated with Gresse & Stapelberg Incorporated, which focuses on the following fields of law:*
  - *Labour Law*
  - *Commercial Law and Litigation*
  - *Criminal Litigation*
  - *Family Law*
  - *Civil Litigation*
  - *Contract drafting*
  - *Mediation of Disputes*
  - *Conveyancing and deeds*

# AWARDS:



**SIG Labour Specialists**

Best Labour Law Firm 2019 - South Africa

**2019**

<https://www.acq-intl.com/winners/sig-labour-specialists/>



SIG Labour Specialists

**2020/21 WINNER**

Law Firm of the Year



**African Excellence Awards**

SIG Labour Specialists

Best Labour Law Firm - South Africa

**2020**



**MEA Business Awards**

SIG Labour Specialists

Most Trusted Labour Law Firm - South Africa

**2020**



**MEA Business Awards**

SIG Labour Specialists

Best Labour Law Firm - South Africa

**2021**

<https://www.mea-markets.com/winners/sig-labour-specialists/>

**Corp Today Magazine 2022 Global Business Awards: Best Labour Law Firm South Africa 2022**

**Corp Today Magazine 2022 Global Business Awards: Most Outstanding Labour Firm South Africa 2022**



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